

# City of Frisco



## Interactive Zoning & Development Guide

# Table of Contents

Topic	Page
1. Introduction	<a href="#"><u>3</u></a>
2. Common Questions	<a href="#"><u>4</u></a>
3. Overview of the Development Process	<a href="#"><u>13</u></a>
4. Pre-Development Process	<a href="#"><u>17</u></a>
a. Annexation/Disannexation of Property	
b. Comprehensive Plan	
c. Zoning of Property	
5. Residential Development Process	<a href="#"><u>22</u></a>
a. Preliminary Plats	
b. Final Plats	
c. Replats/Amending Plat	
6. Non-residential Development Process	<a href="#"><u>26</u></a>
a. Preliminary Site Plans	
b. Site Plans	
c. Conveyance Plats	
d. Final Plats	
e. Substantially Conforming & Revised Site Plans	
f. Façade Plans	
g. Open Space Plans	
h. Landscape Plans	
i. Civil Engineering Plans	
j. Specific Use Permits	
7. Project Releases/Pre-Construction Meeting	<a href="#"><u>33</u></a>
a. Addressing Process	
b. Building Plans	
c. Preliminary Walk-Through Inspections	
d. Payment of Fees (Impact, Inspection, etc.)	
e. Filing of Plat	

f. Final Walk-Through Inspections	
g. Final Inspections	
h. Final Acceptance	
i. Certificate of Occupancy (CO's)	
8. Board of Adjustment	<a href="#"><u>37</u></a>
9. Commercial Building Requirements & Permits	<a href="#"><u>38</u></a>
a. Building Finish-outs	
b. Health Department Requirements	
c. Restaurant & Food Preparation Requirements	
d. Public Swimming Pool Requirements	
e. Screening Fence & Wall Requirements	
f. Signage	
10. Residential Building Requirements & Permits	<a href="#"><u>42</u></a>
a. Green Building Program	
b. Residential Building Permits	
c. Private Pool Requirements & Permits	
d. Fence Permits	
e. Irrigation (sprinkler systems)	
f. Accessory Buildings	
11. Code Enforcement	<a href="#"><u>46</u></a>
a. Garage Sales	
b. Recreational Vehicles	
c. Abandoned Buildings	
d. Abandoned Vehicles	
e. Animal Nuisances	
f. General Nuisances (Trash, high weeds & grass, etc.)	
g. Home Occupations	
12. Glossary of Terms	<a href="#"><u>50</u></a>
13. <a href="#"><u>Index of Department Contacts</u></a>	

# Section 1 - Introduction

Welcome to the City of Frisco Interactive Zoning & Development Guide. The purpose of this manual is to provide an overview for zoning and developing land as well as commercial and residential building requirements and code enforcement in the City of Frisco. In addition to providing process information, this Manual also contains links to applications, checklists, and department contacts that you will find helpful throughout the process. As always, for additional information on these or other topics, check the City's website at [www.friscotexas.gov](http://www.friscotexas.gov) or contact a staff member directly by checking the [Index of Department Contacts](#). Thank you for your interest in developing in the City of Frisco!

Please utilize the links to the City's website throughout the Interactive Zoning & Development Guide to find additional information. Hyperlinks in [red](#) will automatically direct you to the specific section of the City's website. Hyperlinks in [aqua](#) will automatically direct you to the specific section of this document.

[\*\*Zoning & Development Applications, Checklists, and Other Forms\*\*](#)

[\*\*Project Status Online\*\*](#)

[\*\*Zoning Map\*\*](#)

[\*\*Information on Recent Submittals\*\*](#)

[\*\*Comprehensive Plan\*\*](#)

[\*\*Home Owners Association \(HOA\) Directory\*\*](#)

[\*\*Parks Master Plan\*\*](#)

[\*\*Green Building Program\*\*](#)

*This is an evolving document. For the most up to date version, please check the City's website at [www.friscotexas.gov](http://www.friscotexas.gov) or contact a [\*\*Planning & Development Services\*\*](#) staff member! Suggestions or comments on this document should be forwarded to the **Zoning & Subdivision Administrator** at [zoning@friscotexas.gov](mailto:zoning@friscotexas.gov).*

[\*\*Top of Section 1\*\*](#)  
[\*\*Table of Contents\*\*](#)

## Section 2 - Common Questions



Listed below are a list of common development related questions and brief explanations of each. In addition, at the end of each explanation, a reference to what applicable section of this Manual can be viewed for additional information on related topics. Within each section of this Manual, more “common questions” will be answered pertaining to specific topics in each respective section.

### Construction Inspection



#### **When do I need a Construction Permit?**

A Construction Permit is required in the City of Frisco if you would like to do any of the following in the City's existing or proposed right-of-way or utility easements:

- Trenching
- Street, alley, or driveway cut and/or bore
- Drilling
- Pulling cable
- Installation of aerial poles whether temporary or permanent
- Installation of streetlights
- Geotechnical exploration testing (such as subsurface borings)
- Facility maintenance work that requires digging
- Irrigation installation
- Land clearing
- Lot grading



#### **How do I receive a Construction Permit?**

After filling out a current Application for **Construction Permit** form at our Planning & Development Services Office, located at 6101 Frisco Square Blvd., 3<sup>rd</sup> Floor. It normally takes 5 working days or less to process. The applicant needs to sign the permit in upon dropping it off and sign the permit out upon picking it up. Two sets of legible construction plans, a locator map, and the completed application are required to process the permit. A sample of the permit, which indicates all the requirements, is available by clicking on the above hyperlink.



### **How do I schedule a Pre-Construction Conference?**

After Engineering Services has approved the civil construction and any required landscape plans for the project, you may schedule a Pre-Construction Conference with the Construction Inspection Division. Call the Construction Technician at 972-292-5472 to set up the conference date and time. Pre-Construction Conferences are normally held on Tuesday, Wednesday and Thursday of each week.



### **What is required and who needs to attend the Pre-Construction Conference?**

The applicant or their representative must bring the appropriate number sets of the complete civil construction plans and accompanying landscape plans (24" x 36" only - blue or black line prints) as applicable and approved by Engineering Services for distribution to the City and any Contractors and Subcontractors who will be working on the project. Do not bring or include any architectural or structural plans in the civil plans; the Building Inspection Department approves them. The City will stamp the civil construction plans at the close of the meeting and retain 6 sets for City use. All contractors working on the project will need to work from a set of the City approved civil plans onsite. For subdivisions, the City will need 5 additional copies of the water and sanitary sewer plans for distribution to franchise utilities installing service to and within the project.

Attendees that need to be at the Conference are:

- Owner/developer or representative
- Civil engineer
- General contractor
- Wet utility contractor
- Paving contractor and
- Testing laboratory.



### **How do I request a Preliminary or Final Inspection for my project?**

Preliminary Inspection Procedure: After completion of all work and everything is "topped out", submit one (1) set of Preliminary Blue or Black Line Record Civil Plans to:

Engineering Technician  
Engineering Services Department  
CITY OF FRISCO  
6101 Frisco Square Blvd., 3<sup>rd</sup> Floor  
Frisco, Texas 75034

Construction Inspection and Building Inspections Divisions will schedule and write up the punch list only if job is complete and clean, i.e., all utilities are topped out, franchise utilities are complete and paving is complete. The punch list will be faxed to Engineer of Record for distribution.

Final Inspection Procedure: Once all items on the punch list are completely addressed, the applicant or their representative needs to call and schedule a Final Inspection. Final Inspections are held every Friday; notification is required no later than noon on the Wednesday prior. All of the following parties need to be present on site for the Final Inspection: Developer/Owner, Engineer of Record, Utility Contractor, and Paving Contractor.

The list of times checked in [Preliminary & Final Inspections](#) is available here.



### **What is the procedure for Final Acceptance of a project?**

In order to obtain City acceptance of the Public Improvement portions of the project, the Final Inspection process must be complete. City Council Meetings are normally held on the first and third Tuesdays of the month. The agenda for each of these meetings must be set by noon Tuesday prior. All work must be complete and administrative items addressed by then. Once this is done, the project will need to be scheduled to go before City Council. The City Construction Engineer will notify the City Engineer that the project is ready for City acceptance. However, the Developer should confirm that other project issues, such as but not limited to, rollback taxes, impact fees and park dedications, have been addressed with Planning & Development Services. Final Record plan requirements are as follows:

- Number of mylar reproducibles of Final Record Plans: 1 set
- Number of blue or black lines of Final Record Plans: 3 sets
- Number of computer diskettes or CD-roms of Final Plat, Water/Sewer Plan, and Storm Sewer Plan in AutoCAD 14 format: 3 each.
- Number of computer diskettes or CD-roms of Final Record Plans scanned in \*.pdf format: 1 each.

(Refer to [FINAL ACCEPTANCE FOR DEVELOPMENT PROJECT CHECKLIST](#) for additional information.)

The City of Frisco requires a Maintenance Bond in the amount of 10% for a period of 1 year on all Public Improvements unless otherwise noted.

 **What is the procedure if a Contractor wants to work on Saturday?**

Saturday inspection will be required for any work that will be done on a Saturday that normally requires inspection during the workweek. A representative from the Contractor's office needs to register in person at 6859 Main Street in Frisco by noon Thursday prior to the Saturday that the inspection is requested. At that time, a [Saturday Work Request Form](#) will need to be completed and a check is required for \$150.00 payable to the "City of Frisco" per project (fees subject to change). Once the work request is logged in, there will be no changes, cancellations or refunds.

NOTE: City funded projects do not require a fee to work on Saturday; however, the Contractor is still required to notify the City by noon Thursday prior.

 **How do I contact a Construction Inspector?**

Contact Construction Engineering Technician at 972-292-5472.

## **Building Inspections**

 **Where can I put my accessory building?**

Accessory buildings such as patio covers, storage buildings or detached garages, may be built as long as they meet setback criteria for that lot. If the secondary structure is within 10-feet of the main structure, the secondary structure must maintain the same building lines as the main structure. If the secondary structure is more than 10-feet from the main structure, the secondary structure must be at least three feet from the side and/or rear property lines (if the property has alley access).

 **What materials should I use to build an accessory building?**

Accessory buildings up to 120 square-feet may be built of metal. Accessory buildings over 120 square-feet must be built of the same material as the main structure (i.e. wood, masonry, or similar materials). Accessory buildings 200 square-feet or larger must be 100% masonry.

 **Do I need a permit for a fence?**

Permits are required on all fences and retaining walls built, except when repairing or replacing a portion of the fence (limited to two sections or 16 linear-feet).

### **How tall can I build my fence?**

Fences may be built up to eight feet in height from inside yard grade on the rear and side yards of the main structure unless restricted by Planned Development standards.

### **Can I have a fence in my front yard?**

Fences in the front of the main structure may be built up to four feet in height and all vision clips must be observed. In no case shall a fence or portion thereof extend past any property line.

### **Do I need a fence around my pool?**

Yes. Visit the Pools and Pool Enclosures page to find out more on requirement for both Private and Public/Semi-Public Pool Fences. Contact **Health & Food Safety** for all Local Ordinances and amendments regarding Public and Semi-public pools.

### **Do I need a permit to repair or replace my roof (shingles)?**

A permit is required for any type of roof repair or replacement.

### **Is a permit required for a sprinkler system?**

Permits are required for lawn sprinkler systems. The Texas Commission on Environmental Quality (TCEQ) requires that the backflow device used be tested by persons certified to test the sprinkler system.

### **Who does the test on a sprinkler system?**

A Certified Backflow Tester. When the certified tester has completed the test, the test form is given to the Building Inspection Division. In turn, a Building Inspector will inspect the backflow device and ensure copper is used to tie into the water supply with a sweated copper tee, there is 12-inches of free atmosphere under the backflow device, and there is two inches to three inches of gravel in the bottom of the valve box. If the valve is given a "red tag", you must make repairs. Once the repair is completed, please call the Inspection Line at (972) 335-5586 and request a re-inspection of the valve. It is not necessary to call the Inspection Line for the first inspection. It will be sent out for inspection when the Building Inspections Division

receives the Backflow Prevention Assembly form. The form can be returned in person, by mail or facsimile at (972) 292-5388.

 **Do I have to have a permit for a pool?**

Above ground and in ground pools and Jacuzzi's require a Pool Permit to ensure safety and quality of work. If you require additional information, please contact the [Customer Services Representative in Health & Food Safety.](#)

 **Where do I get more information on swimming pool codes?**

For residential and commercial swimming pool codes, visit the [Pools & Pool Enclosures](#) page. Or, call Health & Food Safety at 972-292-5034.

 **Who do I call to check to see if a pool permit has been approved?**

Please call a [Permit Technician](#) or [Customer Service Representative](#). For questions regarding pool construction (residential or commercial), please call Health & Food Safety at 972-292-5304.

 **What are the fence and gate requirements surrounding a residential pool?**

There are strict mandates in regards to fence height and construction as well as gate swing and latching. Construction of new pools or alterations to existing pools must meet current code standards which may be more stringent than the standards for earlier pool construction. See Pools & Pool Enclosures for details.

## **Code Enforcement**

 **When can a garage sale sign be placed for advertisement of the sale?**

No earlier than 9:00 a.m. on the Saturday immediately preceding the weekend of the sale and must be removed by 6:00 pm on the Sunday of the weekend of the sale.

 **Where can a garage sale sign be placed?**

A. Must be on private property, with the owner's consent, not in the right-of-way

- B. Must be at least 50-feet from an intersection
- C. Not in a tree, fence or pole (i.e., not on a telephone pole or street sign)
- D. Cannot block visibility (i.e., vision clips from alleyways)

 **How big can a garage sale sign be?**

The sign cannot exceed six (6) square feet in total area.

 **Can an automobile be decorated and parked at an intersection or parking lot advertising the garage sale?**

No.

 **What identifications should the garage sale sign have on it?**

Garage sale signs should have the address having the garage sale, date of the garage sale, hours of the garage sale, and, in a conspicuous place in letters no less than one (1") inch in height, the date the sign is erected.

 **There is a house in my neighborhood that appears to be empty. Who should I contact?**

You may contact **Code Enforcement** or Frisco Police Department at (972) 292-6010 and ask for a police officer to conduct an inspection of the premises.

 **There is a storm cellar that has broken doors on it. Who should I contact?**

Please contact Code Enforcement at (972) 292-5302 or a Police Officer at (972) 292-6010. Either officer will be able to investigate the building, which could pose a threat to children and/or animals.

 **My neighbor's yard is overgrown with weeds and grass. What should I do?**

Call Code Enforcement at (972) 292-5302. Grass should not exceed 12-inches in height. (Landscape beds are not covered in the ordinance; therefore, if applicable, please notify your homeowners association).

 **I think my neighbor is operating a business from his home. What can I do about it?**

If the noise is loud and bothersome, please call the Frisco Police Department at (972) 292-6010. If the noise is occurring daily, please call Code Enforcement at (972) 292-5302. A Code Enforcement Officer will go to the property and investigate. If a violation is determined (i.e., manufacturing business operated out of the home with employees other than the occupants), a letter will be sent to the owner of the property to notify them of a violation. For more information regarding Home Occupations, see the [Home Occupation Regulations](#) in Section 11.

## **Food & Environmental Health**



### **What are the requirements of food service employees in the City of Frisco?**

The City of Frisco requires that one (1) Certified Food Protection Manager (as approved by the Texas Department of Health) is on staff during all times of operation of a business. It is not mandatory, however highly recommended, for each food establishment employee to have completed a Certified Food Handler's Course. The [Health & Food Safety](#) page contains information on how to register for a Food Safety Class.



### **Who is required to obtain a health permit?**

A [health permit](#) is required for all businesses in the City of Frisco that sell perishable foods, whether pre-packaged or non-prepackaged. If in doubt, please call Health & Food Safety at 972-292-5304! Loosing business due to closure by this department is not profitable. This includes \*concession stands, grocery stores, restaurants, convenience stores, churches, daycares, \*mobile units and \*temporary vendors. (Asterisk marks indicate special requirements/ codes apply). ATTENTION TEMPORARY VENDORS: There are strict requirements for outdoor activities, special events, parades, festivals, temporary engagements, parties etc. Approval may take up to 8 weeks. Call for guidance.



### **How can I obtain a [health permit](#)?**

For a new food establishment, a minimum of one health inspection will need to be performed at the place of business, prior to opening, by Health & Food Safety. After the final health inspection is completed and approved, please take the approval tag (green tag) to Planning & Development Services located on the 3rd Floor of City Hall (6101 Frisco Square Blvd) or call 972-292-5304 for an appointment. You will be required to fill out a health permit application, which you can download

from the [Forms](#) page. Once approved, the permit will need to be paid for and the permit card posted on the site at the place of business.

For existing food establishments, your health permit must be renewed annually from the date it was first issued. This is accomplished by completing a Health Permit Application and paying the appropriate fee. A new permit placard will then be given to you. You are required to post this permit placard on site at your place of business. Should you choose to mail your application and fee, we will notify you when the permit placard is ready. You are required to pick up your permit placard prior to your permit expiration date.



**Who do I call if I have a complaint regarding a food establishment or a food establishment employee?**

Please call Health & Food Safety at 972-292-5304 to report complaints regarding Frisco food establishments. Please report hazardous or unsanitary actions by employees of food establishments as well. Illnesses may be contracted due to improper employee handling of food.

[Top of Section 2](#)  
[Table of Contents](#)

## Section 3 - Overview of the Development Process

The following information is a general breakdown of the Development Process. Each of these topics will be discussed in further detail later in this manual. Please refer to the specific sections for further details.

Pre-Application Meeting – Applicants should meet with a Planner from Planning & Development Services prior to making a formal submittal. Planning & Development Services will coordinate the meeting to include staff members from other departments or divisions, such as Engineering, Fire Department, Building Inspections, Parks, and others as necessary. Applicants should provide property information (i.e. location, lot & block or tract information, etc.) and a conceptual site design at the Pre-Application Meeting.

Submittal – The applicant shall submit the appropriate documentation, such as, but not limited to:

- Completed application
- Tax certification (City of Frisco tax certificates only)
- Appropriate fees
- Required sets of plans, and
- Other information as necessary (such as... TIA, Tree Survey, etc.)

Consult the Department's current **Development Review Schedule** for the list of official submittal dates. Submittals shall be complete and delivered in person at Planning & Development Services 5:00 p.m. on the submittal day. Applications received after this date may be bumped to the next meeting date.

Note: Incomplete applications WILL NOT BE ACCEPTED!

Submittals delivered by courier WILL NOT BE ACCEPTED!

Plan Review – Once the applications have been distributed to the appropriate departments, staff will review the applications independently and then collectively at the Plan Review Meeting held the Tuesday of the week following the submittal date. Mark-ups will be available for the applicant to pick up the next day after 1:00 p.m. The applicant will then have until 5:00 p.m. on the following Tuesday to return the corrected plans, required number of reductions and mark-ups to Planning & Development Services. Engineering and civil plans are returned to the Engineering Services and are not returned with the plans to Planning & Development Services.

Planning & Zoning Commission – Once staff reviews the resubmittals and determines that they are ready to proceed, they will be placed on an agenda for review by the Planning & Zoning Commission. The Planning & Zoning

Commission meets on the second and fourth Tuesdays of each month at 6:30 p.m. in the City Council Chambers, unless otherwise indicated. Plats and site plans receive final approval from the Planning & Zoning Commission. Actions by the Planning & Zoning Commission may be appealed to the City Council (see [Section 5](#) of this Manual for details on the process).

City Council – Zoning cases, Specific Use Permit requests and requests denied by the Planning & Zoning Commission that are appealed are reviewed by the City Council. The City Council meets on the first and third Tuesdays of each month at 6:30 p.m. unless otherwise indicated. Decisions by the City Council are final. Zoning cases and Specific Use Permit requests that require ordinance approval will be rescheduled for a future City Council meeting once the ordinance is drafted by staff and reviewed by the City Attorney's office.

Building Plans – Building plans may be submitted anytime during the Site Plan review process. Engineering, Planning, and Landscape releases are not required to submit building plans for review. Please note that building plans submitted prior to Site Plan approval will be subject to change pending changes to the site plan and related plans.

Pre-Construction Conference (Pre-Con) – In order to begin any construction or civil work, the owner/developer's contractor and engineer must have a pre-construction conference with the City's Construction Inspection Division. This conference is scheduled after the Engineer, Planner, and Landscape Architect have all released the project. At the "pre-con," plans will be stamped showing approval for construction. Only original stamped plans can be used for construction purposes.

Final Inspection – Once the project is complete, the owner/developer's contractor shall request a final inspection. Guidelines for requesting inspections (outlined in this manual) will walk the builder through the process and clearly explain what is required, when it is required and who to contact.

Final Acceptance – The Construction Inspection Division provides a checklist for items that must be completed prior to Final Acceptance of a project. Included in this list are:

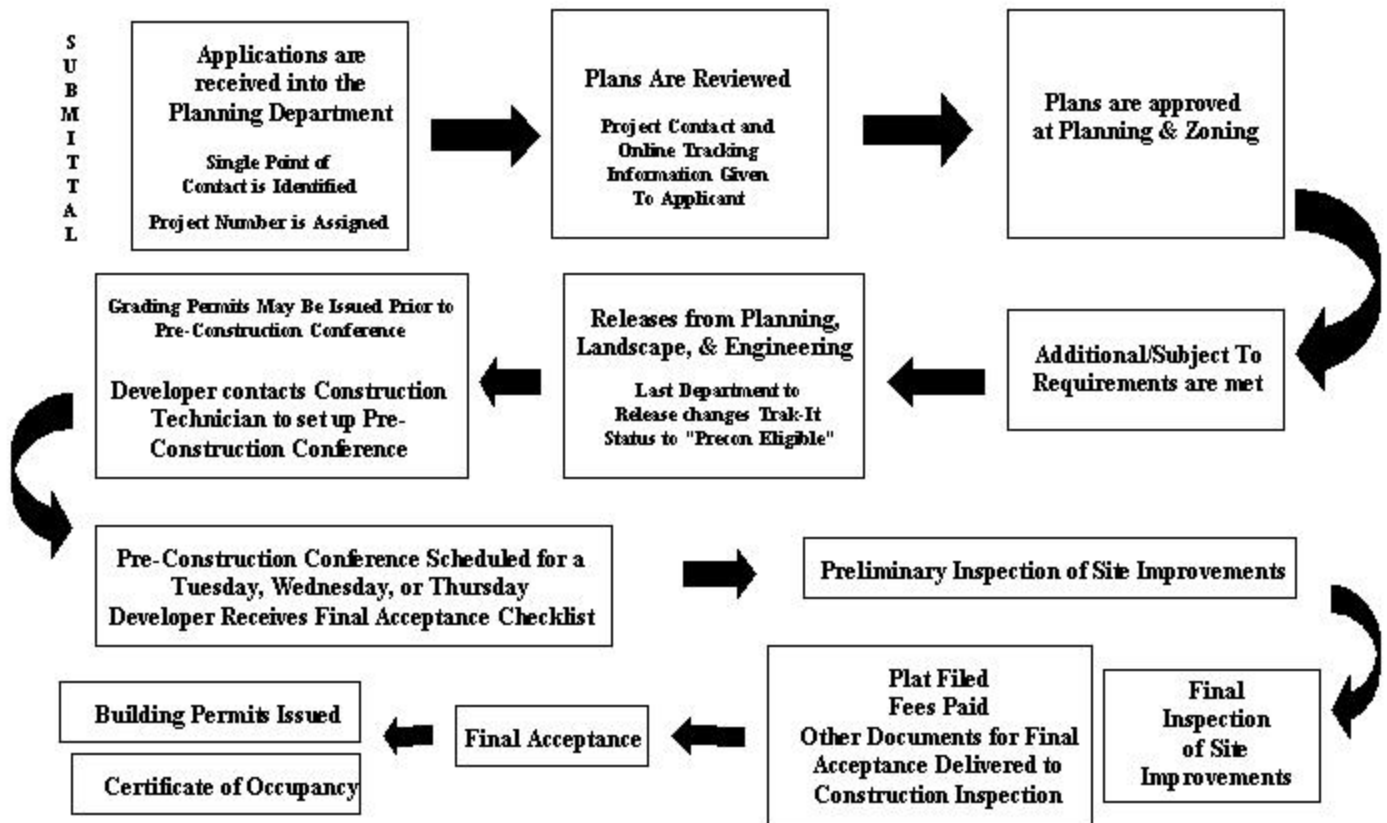
- As built drawings
- Inspection fees
- Escrow requirements
- Maintenance bonding
- Other items as required

All items must be completed before Final Acceptance is issued. See Section 5 for [residential](#) requirements and Section 6 for [non-residential](#) requirements.

Certificate of Occupancy (CO's) – A Certificate of Occupancy (CO) is issued after all items are addressed and all Departments have signed off on the plans. Prior to receiving a Certificate of Occupancy, final inspections must be completed for the structure, landscaping, and public works (including a video inspection of the sanitary sewer services).

***Throughout the development process, you can check your project status via the City's website.***

S  
U  
B  
M  
I  
T  
T  
A  
L



**PLANNING & DEVELOPMENT PROCESS:  
SUBMITTAL TO CERTIFICATE OF OCCUPANCY**

[Top of Section 3](#)  
[Table of Contents](#)

## Section 4 - Pre-Development Process

The following section provides an overview of the components of the Pre-Development Process. Each component plays an integral part of the development process and the following sections will describe each component as well as provide guidelines and checklists for each component, when necessary. The components covered in this section are:

- [Annexation/Disannexation of Property](#)
- [Comprehensive Plan](#)
- [Zoning of Property](#)

### **Annexation of Property**

There are two forms of annexation procedures in the City of Frisco:

- Voluntary Annexations occur when the property owner petitions the City to annex their property.
- Involuntary Annexations occur when the City initiates the annexation process.

Once the process is initiated, both Voluntary Annexations and Involuntary Annexations follow the same schedule as described below.

- Day 1 – Application is submitted to Planning & Development Services on one of the scheduled submittal dates (please see the current *Annexation Schedule* at the end of this section).
- Day 4 – Letters of Intent to Annex are mailed to the property owner(s) and service providers.
- Day 22 – Resolution to Annex considered at City Council.
- Day 50 – First Public Hearing for citizen input is held by the City Council. No action is taken at this meeting by the Council.
- Day 71 – Second Public Hearing for citizen input is held by the City Council. No action is taken at this meeting by the Council.
- Day 99 – Annexation ordinance is considered by the City Council. Action on the ordinance may be taken at this meeting. If action is made by the Council to approve the annexation, the ordinance must be published twice in a newspaper of general circulation to become effective.
- Day 104 – First publication of ordinance occurs in newspaper of general circulation.
- Day 108 – Second publication of ordinance occurs in newspaper of general circulation.

Once the property is officially annexed by the City, it is placed in the Agricultural Zoning District as outlined in the City's Comprehensive Zoning Ordinance. More

information regarding zoning may be found in the “Zoning of Property” section of this manual.

### **Comprehensive Plan**

The Comprehensive Plan is one of the most important policy documents any community can develop. It assists community leaders in evaluating zoning requests to determine if they share the City’s goals for the future. It also helps the City project service needs to support future growth, including new roads, water lines, sewer lines, public safety facilities, parks, and other important services.

The City’s current Comprehensive Plan was adopted in mid 2006. A consultant team was hired in 2004 to assist in the development of the Comprehensive Plan. The consultants worked closely with City staff, City Council, the Planning & Zoning Commissioners, the citizens of Frisco, property owners and businesses, and the Comprehensive Plan Advisory Committee (CPAC) to develop The 2006 Comprehensive Plan.

It is important to draw a distinction between the Comprehensive Plan and the City’s Comprehensive Zoning Ordinance. Where the Comprehensive Plan projects future land use patterns and roadways, the Zoning Ordinance (and Zoning District Map) outlines specific uses, building requirements, and other stipulations to develop in Frisco. Texas law requires that communities with zoning have a plan that is compatible, but not necessarily identical. This allows the *Plan* to have the necessary flexibility to evolve and change as a community grows. In general, the *Comprehensive Plan* is a guide to future growth, whereas the Comprehensive Zoning Ordinance is one tool that implements that guide.

### **Zoning of Property**

Zoning is a tool used by communities for the promotion of health, safety, and general welfare. More specifically, zoning is used to segregate incompatible uses (i.e. residential uses from industrial uses). Typically, the zoning of property generally follows what is shown on the Comprehensive Plan. Zoning within the City of Frisco is broken down into two basic sub-groups: residential and non-residential. Residential zoning includes everything from low-density single-family to higher-density multi-family. Non-residential zoning includes everything from office and retail zoning to commercial and industrial zoning. The City also has two zoning districts specifically created for the original downtown area. Currently, the zoning districts within the City are as follows:

#### Residential

- **A** – Agricultural
- **RE** – Residential Estate
- **SF-1** – Single Family Residential

- **SF-2** – Single Family Residential
- **SF-3** – Single Family Residential
- **SF-4** – Single Family Residential
- **SF-5** – Single Family Residential
- **PH** – Patio Home
- **2F** – Two Family Residential (Duplex)
- **TH** – Townhome
- **MF-1** – Multifamily
- **MF-2** – Multifamily
- **MH** – Mobile Home

#### Downtown

- **OTR** – Original Town Residential
- **OTC** – Original Town Commercial

#### Non-Residential

- **O-1** – Office
- **O-2** – Office
- **NS** – Neighborhood Service
- **R** – Retail
- **C-1** – Commercial
- **C-2** – Commercial
- **H** – Highway
- **CO** – Corporate Office
- **IT** – Information & Technology
- **I** – Industrial

Each of the above zoning districts contains standards in which the property may develop. Standards such as lot size, building height, setbacks, etc. are specifically stated within each zoning district category. Permitted uses for each zoning district are located within the **Use of Land and Buildings Chart** in the **Comprehensive Zoning Ordinance**. On the Use Charts, information may be obtained on whether a use is permitted by right (denoted with a “P”), with a Specific Use Permit (denoted with an “S”), or permitted with specific development standards (denoted with a number that correlates to conditions outlined in Section 3.04 “Conditional Development Standards,” of the Comprehensive Zoning Ordinance). If there is not a “P,” an “S,” or a number, the use is prohibited.

Within any of these zoning districts may lie what is known as “Special Districts.” Special Districts are often site-specific or pertaining to a particular area of the City. These districts often contain standards that differ from the base-zoning district in which they are located. Currently, the City has five Special Districts:

- **PD** – Planned Development Districts
- **SUP** – Specific Use Permits
- **HL** – Historic Landmark District

- **Preston Road Overlay District**
- **Tollway Overlay District**

Specific information and requirements of these special districts may be found in the Comprehensive Zoning Ordinance. For Planned Developments and Specific Use Permits, please consult the governing ordinance for the specific property for additional development standards.

### **Common zoning questions:**

#### **❓ How does zoning change?**

The zoning on a specific piece of property can change only through a public hearing process mandated by state law and the City of Frisco Zoning Ordinance. This process allows public participation from the applicant, surrounding property owners, interested citizens, and decision-makers. The process requires public notification, public hearings, a recommendation from the Planning & Zoning Commission, and final action by the City Council.

#### **❓ Who may apply for a zoning change?**

The City Council, Planning & Zoning Commission, or the owner of the real property (or the authorized representative of an owner of real property) may apply for a zoning change. The zoning application must contain the owner's notarized signature, whether it is a single owner or a corporation.

#### **❓ Where can I get an application for a zoning change?**

Zoning and Development application packets, which include a Zoning & Development Review Schedule, fee schedule, checklists, and applications, may be obtained from Planning & Development Services on the 3<sup>rd</sup> floor at City Hall or online at Planning & Development Services **Forms** webpage.

#### **❓ How long does the zoning process take?**

Typically, the zoning process takes approximately seven weeks to complete. Additional time is required for Planned Developments. This timeline does not include the adoption of the ordinance, which typically takes an additional 2-6 weeks for preparation of the ordinance, depending on the complexity of the ordinance and staff review.



#### **❓ Who is responsible for posting zoning signs on the property?**

The applicant is responsible for coordinating the posting of zoning signs on the property. The applicant may contact

Southwest Signs & Graphics at 972-335-0234 or arrange to place the signs themselves in accordance with the details in the [Development Application Handbook](#). Payment for the signs is also the responsibility of the applicant. Once final action is taken on the zoning case, it is the applicant's responsibility to have the signs removed.



#### **Where can I get additional information about zoning?**

Most information about zoning can be found on the [Zoning](#) webpage. Planning & Development Services' Information includes current copies of the Comprehensive Zoning Ordinance, Subdivision Ordinance, and Zoning & Development application packets. Questions regarding specific zoning cases should be directed to the Planning Technician at 972-292-5306 in Planning & Development Services.

[Top of Section 4](#)  
[Table of Contents](#)

## Section 5 - Residential Development Process



The following section provides an overview of the components of the residential development process (for single-family and duplex developments). Each component plays an integral part of the development process and the following sections will describe each component as well as provide guidelines and checklists for each component, when necessary. The

components covered in this section are:

- [Preliminary Plat Review Process](#)
- [Final Plat Review Process](#)
- [Replat/Amending Plat](#)

### **Preliminary Plat Review Process**

The purpose of the Preliminary Plat process is to coordinate general improvements to property proposed for developed such as:

- Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
- Determine the design of public street improvements and rights-of-way;
- Determine the location and preliminary design of open space, landscaping areas, walls, screens, and amenities; and
- Determine the preliminary design of drainage facilities and utilities.

Preliminary Plats are generally used for single-family and duplex developments. Preliminary Plats receive final action from the Planning & Zoning Commission. The Commission may act in one of the following ways:

- Approve
- Approve with conditions
- Disapprove (see section on [appeals](#)).

Approval of the Preliminary Plat shall be deemed an expression of approval of the layout only and shall not constitute acceptance of the final plat. Approval of the Preliminary Plat is valid for 24-months from the date of Planning & Zoning Commission approval. A final plat must be formally filed with Planning & Development Services before the 24-month period expires in order for the preliminary plat to remain valid. However, if the final plat only covers a portion of

the preliminary plat, the remainder of the property is not vested and is still subject to expiration. The subdivider may apply in writing to Planning & Development Services for an extension prior to the end of such 24-month period. The period may be extended for no more than two 12-month extensions. Incomplete applications: see [Section 3](#) of this Manual.

Preliminary Plats follow the same review schedule as outlined in [Section 3](#), “Overview of the Development Process” of this Manual. For specific Preliminary Plat submittal requirements, please refer to the Preliminary Plat Checklist in the Development Application Handbook on the [Forms](#) page.

### **Final Plat Review Process**

The purpose of the Final Plat process is to coordinate specific improvements to property being developed. The final plat is used for properties developing as single-family residential and non-residential. In the case of residential development, the final plat must conform to the approved and valid preliminary plat.

The purpose of the Final Plat is to:

- Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
- Coordinate and document the design of public and private improvements to be constructed; and
- Coordinate the subdivision of land, including the granting of easements, development agreements and provision of surety.

State law requires that cities act on plats within 30-days of submittal. However, if the plat is deemed insufficient for review within 10-days of the official submittal date, the plat will be returned to the applicant, discontinuing the 30-day action period. Final Plats receive final action from the Planning & Zoning Commission. The Commission may act in one of the following ways:

- Approve
- Approve with conditions
- Disapprove (see section on [appeals](#))

Final approval will expire 18-months after approval by the Planning & Zoning Commission unless the plat has been filed for record with either Collin and/or Denton County. The subdivider may apply in writing to the Director of Planning & Development Services for an extension prior to the end of such 18-month period. The period may be extended 6-months. If an extension is requested after the expiration date, a new application must be submitted for review and approval by the Planning & Zoning Commission.

Final Plats follow the same review schedule as outlined in Section 3, “Overview of the Development Process” of this Manual. For specific Final Plat submittal

requirements, please refer to the **Final Plat Checklist** in the **Development Application Handbook** on the **Forms** page. Incomplete applications: see **Section 3** of this Manual.

### **Replat and Amending Plat Review Procedure**

Any person who wishes to revise a subdivision plat which has been previously filed for record must make an application for a revised plat to Planning & Development Services. The replat of the subdivision shall meet all the requirements for a subdivision that may be pertinent. However, if the subdivision as replatted does not require any appreciable alteration or improvement of utility installations, streets, alleys, building setback lines, etc., then no engineering plans will be required.

Replats require Planning & Zoning Commission action in a public hearing. For residential properties, state law requires that all property owners located within 200-feet of the subject property of the original subdivision be notified by mail of the public hearing date. State law requires that the City mail public hearing notices no later than 10-days prior to the meeting date. Similar to preliminary and final plat approval, the Planning & Zoning Commission may act in one of three ways:

- Approve
- Approve with conditions
- Disapprove

Amending Plats receive final action by the Planning & Zoning Commission upon petition of the property owner or developer. Amending plats do not require notice, public hearing, or approval of other lot owners. The amending plat procedure shall only apply to plats that are correcting errors or minor adjustments as outlined in Section 4.08 of the **Subdivision Regulation Ordinance**.

### **Appeals to City Council**

A decision by the Planning & Zoning Commission may be appealed to the City Council. Appeals may be requested by either of the following:

- The applicant,
- The City Council, or
- The Director of Planning & Development Services

The applicant may appeal the denial of a plat, site plan to the City Council by submitting a request to appeal to Planning & Development Services within 10 days of the Planning & Zoning Commission decision.

Any item approved by the Planning & Zoning Commission may be appealed by the City Council at the first City Council meeting following the Planning & Zoning

Commission's decision. The Director of Planning & Development Services shall appeal within 10-days.

### **Plat Extensions**

Extensions for preliminary plats and final plats are submitted to Planning & Development Services for review. Extensions are required to be submitted two-months prior to the expiration of the preliminary plat or final plat. Staff will use the following criteria for granting extensions:

- Has a final plat(s) been submitted and/or approved for any portion of the property shown on the preliminary plat?
- Does the preliminary plat comply with new ordinances that impact the health safety, and general welfare of the community?
- Is there a need for a park, school, or other public facility or improvement on the property?
- Has the preparation of civil engineering plans progressed, a grading permit been issued, or construction commenced? (Final plats only)

Specific information regarding plat extensions may be found in Section 4 of the **[Subdivision Regulation Ordinance](#)**.

### **Common Platting Questions:**



#### **What is a subdivision plat?**

A subdivision plat is a survey, prepared by a licensed registered surveyor or engineer, of property describing the dimensions and location of lot lines, streets, and easements for an entire development. A plat also establishes the lot, block, and subdivision name used in real estate transactions. A plat is NOT the property survey required by mortgage companies when closing the sale of property.



#### **How long does the platting process take?**

State law requires that cities take action on plats within 30-days from their official submittal date. The City of Frisco's development schedule takes this requirement into consideration and *typically* plats are forwarded to the Planning & Zoning Commission within 29-days. However, if plats are deemed insufficient for review within 10-days of submittal, the plats will be returned to the applicant, discontinuing the 30-day action period.



#### **Are plats automatically forwarded to the Planning & Zoning Commission if corrected plans are not returned or comments addressed?**

Yes. Staff will forward the plat to the Planning & Zoning Commission with a recommendation for denial.

[Top of Section 5](#)  
[Table of Contents](#)

## Section 6 - Non-Residential Development Process

The following section will provide an overview of the components for developing non-residential, apartments and townhome developments. Each component plays an integral part of the development process and the following sections will describe each component as well as provide guidelines and checklists for each component, when necessary. The components covered in this section are:



- [Preliminary Site Plans](#)
- [Site Plans](#)
- [Conveyance Plats](#)
- [Final Plats](#)
- [Façade Plans](#)
- [Open Space Plans](#)
- [Landscape Plans](#)
- [Civil Engineering Plans](#)
- [Specific Use Permits](#)

***Prior to submitting any plans for development, the applicant is encouraged to meet with any surrounding Homeowner's Association representatives to discuss the plans for development.***

### **Preliminary Site Plan**

The purpose of the Preliminary Site Plan process is to coordinate general improvements to property proposed for development. The procedure is intended to promote, among other items, the efficient and harmonious use of land, safe and efficient vehicular and pedestrian circulation, parking and loading, lighting, screening, and landscaping.

The purpose of the Preliminary Site Plan is to:

- Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;

- Determine the placement, configuration, coverage, size, and height of buildings;
- Determine the design of public street improvements and rights-of-way, the design and location of driveways, drive aisles, and parking;
- Determine the location and preliminary design of open space, landscaping, walls, screens, and amenities; and
- Determine the preliminary design of drainage facilities and utilities.

Preliminary Site Plans follow the same review schedule as outlined in [Section 3](#), “Overview of the Development Process” of this Manual. For specific Preliminary Site Plan and Preliminary Plat submittal requirements, please refer to the Preliminary Site Plan Checklist and Preliminary Plat Checklist in the Development Application Handbook on the [Forms](#) page..

### **Site Plan**

The purpose of the Site Plan process is to coordinate specific improvements to property being developed. The procedure is intended to promote, among other items, the efficient and harmonious use of land, safe and efficient vehicular and pedestrian circulation, parking and loading, lighting, screening, and landscaping.

The purpose of the Site Plan is to:

- Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
- Coordinate and document the design of public and private improvements to be constructed; and
- Coordinate the subdivision of land, including the granting of easements, development agreements and provision of surety.

Site Plans follow the same review schedule as outlined in Section 3, “Overview of the Development Process” of this Manual. For specific Site Plan and Final Plat submittal requirements, please refer to the Site Plan Checklist and Final Plat Checklist in the Development Application Handbook on the [Forms](#) page.

### **Conveyance Plat Review Process**

The purpose of the Conveyance Plat process is solely for subdividing land and the recording of land, or recording a single existing lot or parcel created by other means. A conveyance plat may be used to convey the property or interests therein; however, a conveyance plat does not constitute approval for development of the property, and is not intended for immediate development. A conveyance plat is an interim step in the subdivision and development of land.

The purpose of the Conveyance Plat is to:

- Record the remainder of a tract larger than 5-acres created by the final platting of a portion of the property, provided that the remainder is not intended for immediate development;
- Record the subdivision of property into parcels, 5-acres or smaller in size, that are not intended for immediate development, provided all public improvements exist prior to approval and minimum frontage requirements are met.

Conveyance plats are subject to three standards for approval:

1. Access – All tracts, parcels, lots, or sites created by a conveyance plat shall have frontage and access to an existing or proposed public street, defined on the Major Thoroughfare Plan, or an existing standard street meeting City construction standards and accessing the existing City street system.
2. Reservation of Rights-of-way – Conveyance plats must provide for the reservation of future rights-of-way of planned roadways. Reservation of right-of-way acknowledges the future obligation to dedicate right-of-way, but does not grant any right or interest in the property to the City or any other entity. The final alignment may be adjusted upon final platting in order to meet engineering design standards.
3. Dedication of Rights-of-Way – Dedication of right-of-way shall be required where a conveyance plat is used to record the remainder of a tract created by the final platting of a portion of the property.

Approval of the Conveyance Plat does not relieve the owner from obligations pertaining to the improvement of the property to make the property suitable for development. Reservation or dedication of right-of-way does not relieve the owner from future public street improvements required for development of the property. No building permits shall be permitted for land that has only received conveyance plat approval.

Conveyance Plats follow the same review schedule as Final Plats as outlined in Section 3, “Overview of the Development Process” of this Manual. For specific Conveyance Plat submittal requirements, please refer to the Conveyance Plat Checklist in the Development Application Handbook on the **Forms** page.

### **Final Plat Review Process**

The purpose of the Final Plat process is to coordinate specific improvements to property being developed. The final plat must conform to the approved and valid preliminary site plan and/or final site plan.

The purpose of the Final Plat is to:

- Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;

- Coordinate and document the design of public and private improvements to be constructed; and
- Coordinate the subdivision of land, including the granting of easements, development agreements and provision of surety.

Final Plats receive final action from the Planning & Zoning Commission. The Commission may act in one of the following ways:

- Approve
- Approve with conditions
- Disapprove

Final plats will expire 18-months after approval by the Planning & Zoning Commission unless the plat has been filed for record with either Collin and/or Denton County. The subdivider may apply in writing to Planning & Development Services for an extension prior to the end of such 18-month period. The period may be extended 6-months.

Final Plats follow the same review schedule as outlined in Section 3, “Overview of the Development Process” of this Manual. For specific Site Plan and Final Plat submittal requirements, please refer to the Site Plan Checklist and Final Plat Checklist in the Development Application Handbook on the **Forms** page.

### **Façade Plans**

The purpose of the Façade Plan review is to ensure that the design standards of the City are being met on all non-residential developments. Façade plans are submitted at the time of site plan and final plat review; however, they do not follow the same development review path. Façade plans are reviewed independently and require staff approval only (see [section on appeals](#)). For properties developing as retail, or properties located in Special Districts, additional design guidelines apply. All properties zoned Retail, Commercial-1, Commercial-2, Highway, Neighborhood Service, or PD’s with similar zoning are subject to the Retail Design and Development Standards. Properties located within the Preston Road Overlay District or Tollway Overlay District shall comply with specific design standards outlined in their respective sections of the **Comprehensive Zoning Ordinance**. Properties located in the Historic Downtown shall comply with the **Downtown Architectural Standards**.

For specific Façade Plan submittal requirements, please refer to the Facade Plan Checklist in the Development Application Handbook on the **Forms** page.



### **Open Space Plans**

In certain Preliminary Site Plan and Site Plan reviews, Open Space Plans may be requested by staff to further illustrate compliance with the Open Space

Ordinance. (See specific details on open space requirements for [patio home](#), [multifamily-1](#), [multifamily-2](#), and [townhome](#) developments). Non-residential developments are subject to a requirement of 7% Open Space. Open Space does not include any of the required landscape areas, building footprint, or parking areas. Other paved areas may be included as long as they incorporate some type of decorative pavement (pave stones, stamped concrete, brick pavers, etc.). When an Open Space Plan is required, the plan shall contain the following information:

- Total area of site being developed;
- Amount of open space required (7% of total site), measured in square feet;
- Amount of open space provided, measured in square feet;
- Open space areas should be delineated and shaded accordingly on the Open Space Plan.

For more information regarding Open Space requirements for developments along Preston Road or the Dallas North Tollway, please check the Preston Road Overlay District standards and the Tollway Overlay District standards in the [Comprehensive Zoning Ordinance](#).

### **Landscape Plans**



The purpose for Landscaping is to add value to property and is in the general welfare of the City. Landscape Plans are required for all new developments and existing developments that are expanding or redeveloping 30% or more of the development. All such developments are required to adhere to the standards in the Landscape Requirements section of the Comprehensive Zoning Ordinance.

Landscape plans are submitted at the time of site plan and final plat review, however, do not follow the same development review path. Landscape plans are reviewed independently and receive staff approval only. For specific Landscape Plan submittal requirements, please refer to the Landscape Plan Checklist in the Development Application Handbook on the [Forms](#) page.

### **Civil Engineering Plans**

Civil Engineering Plans are submitted at the time of Site Plan and Final Plat submittal. Civil plans are reviewed at the time of the associated site plan and/or final plat. Civil Engineering Plans are resubmitted to Engineering Services on a separate schedule from the associated site plan and/or final plat. Civil plans are not required to be completed prior to the associated site plan and/or final plat going forward to the Planning & Zoning Commission, however, the associated

site plan and/or final plat will approved with the condition that, “Additions and/or alterations to the engineering plans as determined by Engineering Services.” A complete set of Civil Engineering Plans shall include, but are not limited to:

- Final Plat
- Site Plan
- Dimensional Control Plan
- Paving Plan
- Grading Plan
- Drainage Area Map
- Drainage & Detention Plan
- Storm Sewer Plans
- Water & Sewer Plans
- Erosion Control Plan
- Landscape Plan
- Irrigation Plan
- Traffic Control Plan

For specific Civil Engineering Plan submittal requirements, please refer to the Engineering [\*\*Design & Construction Standards\*\*](#) webpage and to the Civil Engineering Plan Checklist in the Development Application Handbook on the [\*\*Forms\*\*](#) page.

### **Specific Use Permits**

A Specific Use Permit (SUP) is required for certain land uses that may be allowable in some zoning districts, but require extra consideration in other districts. If a use requires an SUP in a certain zoning district, the use will be denoted with an “S” on the Use of Land & Buildings Chart located in the [\*\*Comprehensive Zoning Ordinance\*\*](#). An SUP is a zoning function and does require review by City staff, a public hearing before the Planning & Zoning Commission, and a public hearing before the City Council. SUP’s follow the same review schedule as outlined in Section 3, “Overview of the Development Process” of this Manual. In conjunction with the SUP request, the following must be submitted:

- Metes and bounds description of the property or location of the Specific Use Permit. This description shall be signed and sealed by a registered land surveyor or engineer.
- Exhibit “A” – A boundary survey of the property or location of the Specific Use Permit request.
- Exhibit “B” – A Preliminary Site Plan of the property to indicate how the property is may be developed.

The Planning & Zoning Commission and City Council shall consider the [\*\*following criteria\*\*](#) in determining the validity of the SUP request:

1. Is the use harmonious and compatible with its surrounding existing uses or proposed uses?
2. Are the activities requested by the applicant normally associated with the requested use?
3. Is the nature of the use reasonable?
4. Has any impact on the surrounding area been mitigated?

In granting a Specific Use Permit, the City Council may impose conditions that shall be complied with by the owner before the Building Official may issue a Certificate of Occupancy. These conditions will be outlined in the ordinance approved with the Specific Use Permit request. For specific SUP submittal requirements, please refer to the Specific Use Permit Checklist in the Development Application Handbook on the [Forms](#) page.

Staff will notify the case only after verifying that the metes and bounds description is correct. A lot and block description can suffice for a metes and bounds description if the use is the only operator on the property. During the public hearing process, the SUP may be modified, have additional conditions placed on it, or may be rescinded in part or in its entirety. In the event that a Specific Use Permit becomes invalid, through violations of the ordinance, expiration, or other reasons, the City Council may request a Call for Public Hearing to reevaluate the status of the Specific Use Permit.

[Top of Section 6](#)  
[Table of Contents](#)

## **Section 7 - Project Releases/Pre-Construction Meeting**

The following section will outline, in detail, the components of the Project Releases and Pre-Construction Meeting Process. Each component plays an integral part of the development process and the following sections will describe each component as well as provide guidelines and checklists for each component, when necessary. The components covered in this section are:

- [Addressing Process](#)
- [Pre-Construction Conference \(Pre-Con\)](#)
- [Preliminary Walk-Through Inspections](#)
- [Payment of Fees](#)
- [Filing of Plat](#)
- [Final Inspections](#)
- [Final Acceptance](#)
- [Certificate of Occupancy \(CO's\)](#)

### **Addressing Process**

Plat addressing takes place after the final plat has received approval from the Planning & Zoning Commission. Plats are submitted to the Building Inspections Division for manual addressing. The Building Inspector in charge of addressing will assign addresses according to the City's grid system, route the plat back to the applicant and provide information about copies and details for plat signature. The applicant will only apply the addresses after plat filing in order that the copies to be routed have address information.

The applicant's representative shall provide five blue-line or black-line 24" x 36" copies of the addressed plat and attach the mark-up copy provided by Building Inspection when the mylars are submitted to the City for signatures. Please note: addresses are **not** placed on the copies recorded at the county.

### **Pre-Construction Conference**

Pre-Construction Conferences (Pre-Con) are scheduled after:

- Engineering Services has approved the civil construction plans,
- The Landscape Architect has approved the Landscape Plans, and
- Planning & Development Services has approved the project.

Pre-cons are scheduled through the Construction Inspection Division of **Engineering Services**. The applicant is responsible for scheduling the Pre-Construction Conference with the Engineering Technician. Pre-Construction Conferences are typically held on Tuesday, Wednesday, and Thursday of each week.

The applicant shall bring the required number of sets of the complete civil construction plans and accompanying landscape plans (24" x 36" only – blue or black line prints) as applicable and approved by Engineering Services for distribution to the City and any Contractors and Subcontractors working on the project. The City will stamp the civil construction plans at the close of the meeting and retain six sets for City use. All contractors working on the project will need to work from a set of **City approved and stamped** civil plans onsite. For residential subdivisions, the City will require an additional five copies of the water and sanitary sewer plans for distribution to franchise utilities installing service to and within the project. *Note: Do not bring or include any architectural or structural plans to the Pre-Construction Conference. The Building Inspections Division approves those plans.*

Attendees at the Pre-Construction Conference shall include:

- Property Owner/developer or representative
- Civil Engineer
- General Contractor
- Wet utility contractor
- Paving contractor
- Testing laboratory representative

**To check on project status, please check the City's website.**

#### **Preliminary Walk-Through Inspections**

After completion of all work and everything is "topped out", submit one (1) set of Preliminary Blue or Black Line Record Civil Plans to:

Engineering Technician  
CITY OF FRISCO  
Engineering Services  
Construction Inspection Division  
6101 Frisco Square Blvd., 3<sup>rd</sup> Floor  
Frisco, Texas 75034

The Construction Inspection Division will schedule and write up a punch list only if the job is complete and clean, i.e., all utilities are topped out, franchise utilities are complete and paving is complete. The punch list will be faxed to the Engineer of Record for distribution. For more information, please refer to the Preliminary Punch List Inspection Checklist on the Engineering Services' **Forms** page.

### **Payment of Fees**

Impact fees are assessed at the time of final plat approval by the Planning & Zoning Commission. Impact fees include:

- Water
- Wastewater
- Thoroughfare

Additional construction fees (such as park, lighting escrow, etc.) may be assessed depending on the nature and location of the project. Impact fees are due prior to issuance of the first building permit associated with a given plat. All additional fees must be paid before Final Acceptance and are paid to Planning & Development Services.

### **Filing of Plat**

Once the plat is ready to be filed, the applicant shall submit the appropriate number of copies for the county in which the plat is to be filed (see chart below). The plat copies will be routed for City signatures and returned to the applicant.

It is the applicant's responsibility to file the plats at the appropriate county offices. Filing fees are paid to the county of record, **not the City of Frisco**. Once filed, the required number of stamped copies shall be returned to the City. For the number and type of plats to be submitted for signature, please look at the Procedures for Filing Plats form on the City's **Forms** page.

<b>Entity</b>	<b># of copies</b>	<b>Size/Media</b>
<b>Denton County</b>	1 3	18" x 24" Mylar 18" x 24" Blue Lines
<b>Collin County</b>	2	24" x 36" Mylar
<b>City of Frisco</b>	1 1 8	24" x 36" Mylar 24" x 36" Blue Line 24"x36" Blacklines (after filing)

## **Final Inspections**

Once all items on the punch list are completely addressed, the developer (or designee) should call a **Customer Service Representative** and schedule a Final Inspection. Final Inspections are held every Friday; notification is required no later than noon on the Wednesday prior. All of the following parties need to be present on site for the Final Inspection: Developer/Owner, Engineer of Record, Utility Contractor, and Paving Contractor.

## **Final Acceptance**

After final inspections are complete and as-builts have been submitted, the Construction Engineer will notify the necessary departments that a Final Acceptance Certificate is ready for signature. The following departments will need to verify that the development is ready for final acceptance:

- Planning & Development Services
- Engineering Services
- Public Works Department

Once reviewed and approved by these departments, a Final Acceptance Certificate will be issued to the applicant. For more information, please refer to the **Final Acceptance Checklist**.

## **Certificate of Occupancy**

Before a Certificate of Occupancy will be issued, all departments must be satisfied and all outstanding items addressed. Prior to receiving a Certificate of Occupancy, final inspections must be completed for the structure, landscaping, and public works (including a video inspection of the sanitary sewer services).

[Top of Section 7](#)  
[Table of Contents](#)

## Section 8 - Board of Adjustment

The Board of Adjustment is a quasi-judicial board of five members and three alternate members appointed by the City Council. In addition to hearing appeals on decisions by a City official, permitting extensions and enlargements of non-conforming uses, and the discontinuance of non-conforming uses, the Board of Adjustment also may authorize, in specific cases, a variance of the Comprehensive Zoning Ordinance.

Variances heard by the Board of Adjustment are public hearings. Per State law, notice of the variance request is posted in a newspaper of general circulation and all property owners within 200-feet of the subject property are notified of the public hearing by mail. In order to obtain a variance from the Board of Adjustment, the applicant must prove an undue hardship. A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely on economic gain or loss, nor shall it permit any person a privilege in developing a parcel of land not permitted by ordinance to other parcels of land in Frisco or the district (use variances). In order to make a finding of hardship and to grant a variance, the Board of Adjustment must determine that:

- The requested variance does not violate the intent of the Comprehensive Zoning Ordinance or its amendments;
- Special conditions of restricted area, shape, topography, or physical features exist that are peculiar to the subject parcel of land and are not applicable to other parcels of land in the same zoning district;
- The hardship is in no way the result of the applicant's own actions; and
- The interpretation of the provisions in the Comprehensive Zoning Ordinance or its amendments would deprive the applicant of rights commonly enjoyed by other properties, in the same zoning district, that comply with the same provisions.

An affirmative vote of four members of the board is required to approve a variance. Appeals to the decision of the Board must be made to the District Court within 10 days of the Board's decision.

Variance applications can be downloaded from the [Forms](#) page on the City's web site.

[Top of Section 8](#)  
[Table of Contents](#)

# Section 9 - Commercial Building Requirements and Permits

The following section will outline, in detail, the components of the Commercial Building Requirements and Permits Process. Each component plays an integral part of the development process and the following sections will describe each component as well as provide guidelines and checklists for each component, when necessary. The components covered in this section are:

- [Building Finish-outs](#)
- [Health Division Requirements](#)
- [Restaurant & Food Preparation Requirements](#)
- [Public Swimming Pool Requirements](#)
- [Screening Fence & Wall Requirements](#)
- [Signage](#)

For more information on Commercial Building Permits, please refer to the Commercial Submittal Package on the [Plan Review](#) webpage.

## **Building Finish-outs –**

Building “Finish-out” permits are required for interior tenant construction. Interior finish-outs are typically not included in the building permit for the main “shell” building. Along with the completed building permit application, the following items are required for submittal:

- Three bound sets of Construction Documents (signed & sealed by a registered Engineer)
- Project address, suite number, gross square footage and tenant name
- Information on existing conditions, including a professionally Certified Asbestos Survey
- Building site plan
- Construction plans with labeled rooms, identified according to use
- Architectural drawings
- Basic furniture plan
- Engineered MEP plans

Specific details of each of these requirements can be found on the Commercial Finish-out Submittal Package on the [Plan Review](#) webpage.

## **Health & Food Safety Requirements –**

Health & Food Safety oversees the food service industry as well as all public and semi-public swimming pools. This division inspects restaurants, convenience

stores, daycares, supermarkets, concession stands, pools, mobile catering units, schools (public and private) and certain events that serve food. Health inspections are required every six months for food establishments and required on a monthly basis during the swimming season for swimming pools.

Food establishments are inspected for various items ranging from temperatures to food handling. Pools are inspected for life safety items as well as chemical disinfectant levels.

If you have a complaint or a concern regarding a food establishment or a public/semi-public pool, please contact Health & Food Safety at 972-292-5304. An inspection may be made to ensure compliance.

### **Restaurant & Food Preparation Requirements -**

If you are planning on buying a pre-existing restaurant, submitting plans for a new restaurant or making changes to an existing restaurant, visit the **Food Establishment** web page first. There are specific requirements in the Health Ordinance that are not found in any other codes or ordinances. Call Health & Food Safety and you will know beforehand what will be required before you open to the public.

Once an existing restaurant is sold to a new owner, before the new owner occupies the building, all City Ordinances current at the time of takeover will have to be met. That means that the existing restaurant, and building it is in, will have to be brought up to code should it not meet current standards. This includes, but is not limited to, restrooms, floor, wall and ceiling finishes, outside storage receptacles, recycling centers, outdoor enclosures, equipment and utensils and fixtures such as grease traps and interceptors. Sub-contractor permits may be required. Plan review will be required for an extensive remodel.

If you are submitting plans for a new restaurant, whether a tenant finish out or a new commercial building, please visit the **Building Inspections Division** web site. Also, it is highly recommended for you to call for a preliminary code compliance/design meeting in order for you to get answers to any questions before final plans are submitted. The attendees of this meeting typically will be the Building Official or Chief Building Inspector, a Commercial Plans Reviewer, a Registered Sanitarian or Health Inspector and the Fire Marshal.

A Certificate of Occupancy (CO) will need to be obtained in order to occupy the new, existing or remodeled restaurant. The Certificate of Occupancy is obtained through the Building Inspections Division. Next, the owner will need to make an appointment with Health & Food Safety for a final inspection. Once the final inspection is made and passed, the owner may apply for a Health Permit. The permit fee will depend upon classification of the food establishment. Final inspection approval and payment of Health Permit must be made prior to issuance of the CO.

## Public Swimming Pool Requirements –



Public and semi-public pools in the City of Frisco follow the minimum standards as required by the Texas Department of Health (TDH) as amended. For specific details regarding the requirements for public and semi-public pools & spas and their fencing requirements, please check the City Secretary's office or the [Pools & Pool Enclosures](#) website.

## Screening Fence & Wall Requirements –

- **Screening between differing zoning** - Screening fences or walls are required to be constructed when a boundary of a multifamily or non-residential zoning district sides or backs upon a residential zoning district or when any non-residential zoning district sides or backs to a multifamily or patio home district. The solid screening wall or fence is to be not less than six-feet in height or more than eight-feet in height and constructed of clay-fired brick or other similar materials, unless otherwise approved by ordinance.
- **Dumpster enclosures** – Screening walls are required around three sides of all dumpster enclosures. Screening walls are to be six-feet in height and constructed of the same material as the primary building material of the main building on the property. Doors on the service side of the dumpster enclosures are required to screen the dumpster area and remain closed when not being serviced.



For specific screening requirements, see the [Screening Fence & Wall Standards requirements](#) in the Comprehensive Zoning Ordinance.

## Signage –

Permits are required for most signs (see exceptions below). Sign permits are issued through the Building Inspections Division. Permit fees are \$75.00. The City shall approve or deny a sign permit request within 30-days of the submittal.

Signs that do not require a permit and have requirements include:

- Flags
- Human Signs
- Instructional Signs
- Vending Machine Signs

- Stake Signs (Apartment signs, civic signs, garage sale signs, etc.)
- Vehicle Signs
- Window Signs
- Zoning Signs

Signs that do not require a permit are still subject to certain restrictions of Time, Place, and Manner. For specific requirements for all signs (permit required, permit not required, and prohibited), download the Sign Ordinance from the **Most Requested Ordinances** page. If you have questions regarding interpretation of the Sign Ordinance, contact a Permit Technician at 972-292-5301.

**[Top of Section 9](#)**  
**[Table of Contents](#)**

## Section 10 - Residential Building Requirements and Permits

The following section will outline, in detail, the components of the Residential Building Requirements and Permits Process. Each component plays an integral part of the development process and the following sections will describe each component as well as provide guidelines and checklists for each component, when necessary. The components covered in this section are:

- [Green Building Program](#)
- [Residential Building Permits](#)
- [Private Pool Requirements & Permits](#)
- [Fence Permits](#)
- [Irrigation \(sprinkler systems\)](#)
- [Accessory Buildings](#)

For more information on Residential Building Permits, please refer to the Residential Contractors Guideline on the [Plan Review](#) web page.

### **Green Building Program –**



In May 2001, the City of Frisco became the first city in the United States to adopt a mandatory residential Green Building Program. Our “Green Building” program mandates the Environmental Protection Agency’s “Energy Star” program requirements as the minimum building standard for new homes. Any home site final platted after May 21, 2001 is considered a “green” home site. Benefits of building green include:

- Reduced energy consumption,
- Reduced water consumption,
- Protection of ecosystems, and
- Occupant health.

The City of Frisco’s Residential Green Building Program is designed to ensure a higher quality of life for the citizens of Frisco. The Green Building Program focuses on several areas including: waste reduction, pollution reduction, water conservation, energy conservation, and sustainable development. By making the standards of this program mandatory, we hope to give future generations the legacy of environmental sensitivity, functionally efficient homes, and a

commitment to conservation. For more information on the City's Green Building Program, visit the [Green Building Program](#) website.

### **Residential Building Permits –**

Building permits are required for the construction of all residential units. To obtain the proper permits for residential construction, the applicant must submit a Building Plan Submission Package. Incomplete applications will not be accepted. For complete submittal requirements, please check the Building Plan Submission Package requirements at the end of this section.

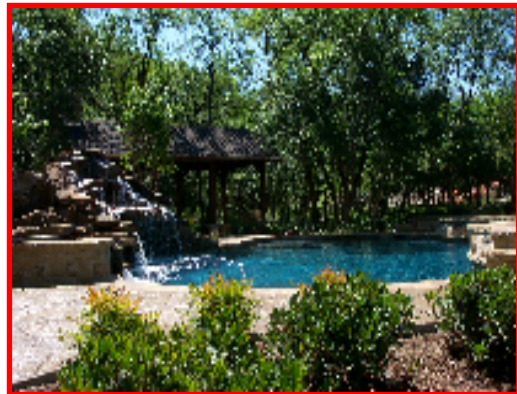
The plan review process typically has a two-week turn-a-round for complete and accurately prepared submittal packages. Plans are reviewed in the order received at the Development Services Customer Service Lobby.

Builders are encouraged to have new designs reviewed by a City of Frisco Plans Examiner for code and ordinance compliance prior to submitting for a building permit.

New builders are also encouraged to review their designs with a [Plans Examiner](#) prior to first submittal.

### **Private Pool Requirements and Permits -**

Above ground and in-ground pools (and Jacuzzi's) require a pool permit to ensure safety and quality of work. In addition to permits for the construction of the pool, permits are also required for the installation of a pool fence. There are strict mandates in regards to fence height and construction as well as gate swing and latching. All doors leading to the pool area from the house or garage must also meet these regulations. For additional information on pool permits and fencing requirements, please refer to the Residential Pool & Spa Guidelines on the [Pools & Pool Enclosures](#) page.



### **Fence and Retaining Wall Permits –**

All fences and retaining walls in the City of Frisco require a permit before construction begins. A plot plan of the lot indicating the location of the fence is required with the permit application. The following should be considered when applying for a fence permit:

- All building permits for new residential construction include the permit fee for the fence.



- Fences can be erected only on (or within) the property line of the residence of ownership.
- Fences cannot exceed eight-feet in vertical height from grade.
- Retaining walls over 36-inches in height must have a permit as well as an engineered

design. If a retaining wall is utilized and a permit is issued, the height of the fence cannot exceed eight-feet from the inside yard grade created by the retaining wall.

- Masonry fences will require an engineered design approved by the Building Inspections Division prior to construction.
- Fence posts must be of treated wood or metal.
- Electric fences are not permitted.
- Any portion of the retaining wall fence and/or its gate(s) must not interfere with the drainage swale between lots.
- If in doubt regarding the acceptability of a fencing material or design, contact the Building Inspections Division at 972-292-5301.
- Fences that enclose pools and/or spas must meet specific design requirements including gates as outlined in the pool/spa guideline available under separate cover in the Development Services lobby for interested inquiries.
- Retaining walls must not allow run-off drainage from one lot to an adjacent lot.
- Key lot fences cannot exceed four-feet in vertical height.

### **Irrigation (sprinkler systems) –**

Permits are required for irrigation systems and are obtained from the Building Inspections Division. In most cases, the irrigation system ties on to the existing residential service and no new meter is required. Permits are issued for each additional meter installed on the property. Irrigation systems should be designed in a manner that minimizes run-off (and spray) into streets, alleyways, and adjacent properties. **All irrigation systems must be zoned and provided with both rain and freeze sensors!**

Check with the **Public Works Department** for written instruction on watering frequency and resource conservation.

### **Accessory Buildings and other modifications–**

Building permits must be obtained for accessory buildings and other modifications. Accessory buildings such as patio covers, storage buildings or detached garages, may be built as long as they meet the setback criteria for that

lot. If the accessory structure is within 10-feet of the main structure, the accessory structure must maintain the same building setbacks as the main building. If the accessory structure is more than 10-feet from the main structure, the accessory structure must maintain a three-foot setback from the side and rear property lines (if the lot has alley access).

Accessory buildings up to 120 square-feet may be constructed of metal. Accessory buildings over 120 square-feet must be built of the same material as the main structure (i.e. wood, masonry, or similar materials). Accessory buildings greater than 200 square-feet must be constructed of 100% masonry materials.

[Top of Section 10](#)  
[Table of Contents](#)

# Section 11 - Code Enforcement



The following section will outline, in detail, the components of the Code Enforcement Division. The Code Enforcement Division handles citizen complaints about code violations and also administers other components addressed in the Comprehensive Zoning Ordinance. The components covered in this section are:

- [Garage Sales](#)
- [Abandoned Buildings](#)
- [General Nuisances \(Trash, high weeds & grass, etc.\)](#)
- [Home Occupations](#)

For more information on Code Enforcement concerns, please refer to the [Code Enforcement Division](#) webpage.

## Garage Sales –

Garage sales do not require a permit in the City of Frisco. However, some common questions regarding garage sale *signs* are brought forward to the Code Enforcement Division each day. The following guidelines should make the placement of your garage sale signs a little easier!

- Garage sale signs may be placed for advertisement of the sale no earlier than 9:00am on the Saturday immediately preceding the weekend of the sale. Signs must be removed by 6:00pm on the Sunday of the weekend of the sale.
- Garage sale signs must be placed on private property with the owner's consent and no closer than 50-feet from an intersection. Signs may **not** be placed on trees, fences, in the right-of-way or on utility poles. Signs must also not block visibility for motorists, including visibility from alleyways. Vehicles parked at an intersection or parking lot may not be used as a form of advertisement for the sale.
- Garage sale signs cannot exceed six square-feet in total area.
- Garage sale signs should contain the address of the sale, the date of the sale, the hours of the garage sale, and the date the sign is erected. Letters shall not be less than one-inch in height.

## **Recreational Vehicles –**

Recreational vehicles (RV's) may only be parked on the street for a period not to exceed five-days. A "Visitor On-Street Parking Permit" must be obtained from the Police Department to park RV's on the street.

## **Abandoned Buildings -**



If you have a concern about an abandoned building, contact the [Code Enforcement Division](#) at 972-292-5302 or the [Police Department](#) at 972-292-6010 to conduct an inspection of the premises. Either will be able to investigate whether the building could pose a threat to children or animals. Please **do not** trespass on the property to investigate on your own! Abandoned buildings may be unsafe for

entry and may cause injury to you or others. Leave the investigating to the City officials!

## **Abandoned Vehicles –**

There is a difference between "abandoned" vehicles and "junked" vehicles. Abandoned vehicles are defined as:

- A motor vehicle that is inoperable, more than eight years old, and left unattended on public property for more than 48-hours.
- A motor vehicle that has remained illegally on public property for period of more than 48-hours or a motor vehicle that has remained on private property without the consent of the property owner for more than 48-hours.
- A motor vehicle left unattended on the right-of-way of a designated county, state, or federal highway for more than 48-hours, **or** more than 12-hours on a turnpike project constructed and maintained by the North Texas Tollway Authority or Texas Turnpike Authority.

Junked vehicles are defined by the State of Texas as:

- Inoperable
- A vehicle that does not have lawfully affixed to it, either an unexpired license plate or valid motor vehicle safety inspection sticker
- A vehicle that is wrecked, dismantled, partially dismantled, or discarded
- A vehicle that remains inoperable for a continuous period of more than 45-days

Please report any abandoned or junked vehicles to the [Code Enforcement Division](#).

### **Animal Nuisances –**

Animal Control delivers effective, courteous, and responsive animal care and control services to residents. Animal Control accomplishes these goals by helping protect people and their property along with acting as a humane organization that protects animals.

Some concerns that Animal Control addresses are:

- Rabies control and other zoonotic diseases
- Ownership limitation requirements
- Vaccination requirements
- Stray and/or abandoned animals
- Unsanitary conditions
- Neglected/abused animals
- Public education
- Enforcement of City, State, and Federal Laws
- Other animal-related issues, including wildlife & livestock

To report concerns, contact Animal Control at 972-292-5303 during normal business hours, Monday – Friday, 8 a.m. – 5 p.m. Emergency concerns should be reported by contacting Police Dispatch at 972-292-6010. If the animal-related concern occurs after business hours and is not an emergency, please leave a message on the Animal Control voicemail at 972-292-5303.

### **General Nuisances –**

General nuisances include high weeds & grass, trash, noise, etc. If you have a complaint or concern about such items, please contact the Code Enforcement Division. A Code Enforcement Officer will inspect the address, collect evidence, and then notify the owner when the offense has been confirmed. The property owner is given a specified amount of time to abate the violation prior to reinspection by Code Enforcement. The property owner is responsible for maintaining a clean, safe and healthy environment for the neighborhood.

### **Home Occupations –**

A home occupation is defined as a business, which is secondary to the primary use of a dwelling as a residence, conducted on residential premises by the occupant of the residence. A business defined as a home occupation shall adhere to all of the following conditions and requirements:

- a) No signage associated with the home occupation and visible from outside of the dwelling shall be allowed on the premises.

- b) Only two employees other than the occupants of the residence may be employed on-site at any one time. This shall not include the coordination or supervision of employees who do not regularly visit the house for purposes related to the business.
- c) Hours of operation shall be limited to 8:00 a.m. to 8:00 p.m. for outdoor activities.
- d) Outdoor activities are not allowed, unless the activities are screened from neighboring property and public rights-of-way.
- e) No exterior storage of material, equipment, vehicles, and/or supplies used in conjunction with the home occupation.
- f) The home occupation shall not produce offensive noises, vibrations, smoke, dust, odors, heat or glare beyond the property lines.
- g) A home occupation shall not serve as an office or storage facility for a vehicle fleet operation in which fleet vehicles visit the site.
- h) No major alterations to the property or exterior of the dwelling unit shall be allowed that changes the residential character of the home.
- i) No repair or servicing of vehicles, internal combustion engines, large equipment or large appliances shall be allowed.
- j) No storage of hazardous materials for business purposes shall be allowed on the premises.
- k) Merchandise shall not be offered or displayed for sale on the premises. Sales incidental to a service shall be allowed; and orders previously made by telephone or at a sales party may be filled on the premises.
- l) No traffic shall be generated by a home occupation in greater volumes than normally expected in a residential neighborhood, and any need for parking must be accommodated within the off-street parking provided for the residence (i.e. the driveway or garage) and along the street frontage of the lot.

Homeowners/occupants who establish an occupation in their residence must adhere to all of the above conditions.

*Code Enforcement is the taxpayers "homeowners association". The goal is to protect the health, safety and welfare of The City of Frisco's citizens. Together we can keep the community a clean, safe and beautiful place to live.*

[Top of Section 11](#)  
[Table of Contents](#)

## Section 12 - Glossary of Terms

**Board of Adjustment (BOA)** – The Board of Adjustment is a quasi-judicial board made up of citizens appointed by the City Council. The Board conducts public hearings on issues such as variances to the Comprehensive Zoning Ordinance. The Board meets on an “as-needed” basis, typically on the 2<sup>nd</sup> and/or 4<sup>th</sup> Tuesday of each month in the City Council Chambers, unless otherwise advertised.

**Certificate of Occupancy (CO)** – A Certificate of Occupancy is required to occupy any structure within the City of Frisco. The Building Official issues certificates of Occupancy once all inspections are complete.

**City Council** – The City Council is a board of officials elected by the citizens of the City. The City Council conducts meetings generally on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month in the City Council Chambers, unless otherwise advertised.

**Finish-outs** – Interior tenant construction in an existing building is referred to as a “finish-out.”

**P&Z (Planning & Zoning Commission)** – The Planning & Zoning Commission is a board made up of citizens appointed by the City Council. The Planning & Zoning Commission conducts meetings on issues concerning zoning and development in the City. Meetings are generally held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month in the City Council Chambers, unless otherwise advertised.

**Right-of-Way** – Right-of-way is property owned by the City (or State) for the purpose of constructing roadways. The right-of-way includes the entire roadway surface and a “parkway” on each side of the roadway. Right-of-way widths are outlined on the City’s Thoroughfare Plan.

[Top of Section 12](#)  
[Table of Contents](#)